

HRMS Implementation: SAMPLE MEMO

Purpose: to express support to payroll and hr staff (to be customized by agencies)

Memo

To: Payroll and human resource staff

From: Agency Director

Date: XXX

Most of you are aware that the state will begin using a new personnel/payroll system in 2006. The new system, known as the Human Resource Management System (HRMS), will replace our old, inflexible system with a modern personnel and payroll application that will benefit both the state and [Agency Name].

In addition to many statewide benefits, HRMS will provide [Agency Name] with more and better data, and will improve our ability to manage our human resources. The new system also will ensure that agencies are aligned with federal tax rules. (The software developer will provide periodic upgrades that align the system with federal tax rules).

Though HRMS is a statewide system, it will be implemented within each agency. [Agency Name] will begin using the new system in [Month]. That will mean some changes for [Agency Name]. The new system will impact our business processes and affect all of our employees—especially payroll and human resources staff.

We will face some challenges, as with any large transition. [Agency Name]'s payroll and human resource staff will experience the majority of those challenges. But you will be supported throughout this process. We are currently working to define our internal processes so that you will clearly understand your role and how you will need to use the new system.

You also will have the opportunity to receive training through the Department of Personnel, and I want you to take the time to attend this essential training. Training will be delivered "just-in-time," which means you will have the opportunity during [Month] to attend training.

This is the state's first enterprise-wide system implementation and it must be successful. You are critical to the success of the system. Stay tuned for more information as we get closer to our implementation date.

Thank you for your help on this important project.

Sincerely,

• Agency Director